

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced) Standard MWR NAF PD						3. Service		4. Employing Office Location		5. Duty Station		1. Agency Position No.	
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt						8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		6. OPM Certification No.			
10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)						11. Position Is <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive		13. Competitive Level Code			
15. Classified/Graded by						Official Title of Position		Pay Plan		Occupational Code		Grade	
a. Office of Personnel Management												Initials	
b. Department, Agency or Establishment												Date	
c. Second Level Review						Golf Course Manager		NF		1101		04	
d. First Level Review													
e. Recommended by Supervisor or Initiating Office													
16. Organizational Title of Position (if different from official title)						17. Name of Employee (if vacant, specify)							
18. Department, Agency, or Establishment						c. Third Subdivision							
a. First Subdivision						d. Fourth Subdivision							
b. Second Subdivision						e. Fifth Subdivision							
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee (optional)							
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that						this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.							
a. Typed Name and Title of Immediate Supervisor						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)							
Signature _____						Signature _____							
Date _____						Date _____							
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.						22. Position Classification Standards Used in Classifying/Grading Position							
Typed Name and Title of Official Taking Action S. J. NEW						OPM Intro to Position Classification Standards TS-134 Jul 95 TS-107 Aug 91 GS-1101 General Business and Industry							
Principal Classifier Signature _____						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.							
Date _____						Date _____							
23. Position Review						24. Remarks							
a. Employee (optional)													
b. Supervisor													
c. Classifier													

25. Description of Major Duties and Responsibilities (See Attached)

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U.S. Office of Personnel Management
FPM Chapter 295

NONAPPROPRIATED FUND POSITION DESCRIPTION JOB TITLE: Golf Course Manager POSITION NUMBER 01-0080 JOB SERIES: 1101 PAY LEVEL: NF-4 Summary of Duties:

Responsible for the operation and maintenance of a golf course encompassing at least 18- holes, fairways, greens and practice course or driving range. Responsible to provide qualified instruction, technical advice, equipment and retail items. Ensures an aggressive recreational golf program is available for authorized patrons. Schedules and conducts tournaments and special events. Instructs member golfers, operates a pro shop and golf cart rental. May manage an eating facility.

Plans, organizes work and manages internal resources to ensure maximum productivity and economies. Prepares financial plan, budgets, inventories, cost controls, and related records and reports. Reviews the financial status of the assigned activity and recommends changes considered necessary. Either directly or indirectly through subordinate supervisors, manages activity employees. Trains, schedules work, appraises performance, counsels assigned personnel, and recommends personnel actions. Effectively supports the Navy's Equal Employment Opportunity policy, and ensures compliance with fire, safety, security, sanitation, hazardous material handling and other environmental issues. Manages new property resources and provides advice on renovations and improvements. Maintains and enforces security for funds, merchandise, supplies and equipment to preclude or minimize the potential for fraud, waste and abuse. Must be alert to alcohol abuse and take appropriate action. Performs other related duties as assigned.

Minimum Qualifications:

Must possess professional knowledge of golf operations and maintenance to include four years experience. Experience in design and maintenance of a golf course. Active "Class A" member of the Professional Golfer's Association of America is preferred. Ability to supervise. Ability to communicate effectively, orally and in writing. Ability to manage retail pro shop and to promote merchandise and programs offered. Knowledge of pertinent safety, occupational health, and environmental regulations, to include matters relating to chemicals, spray, and other agents. Knowledge of NAP policies and procedures preferred.